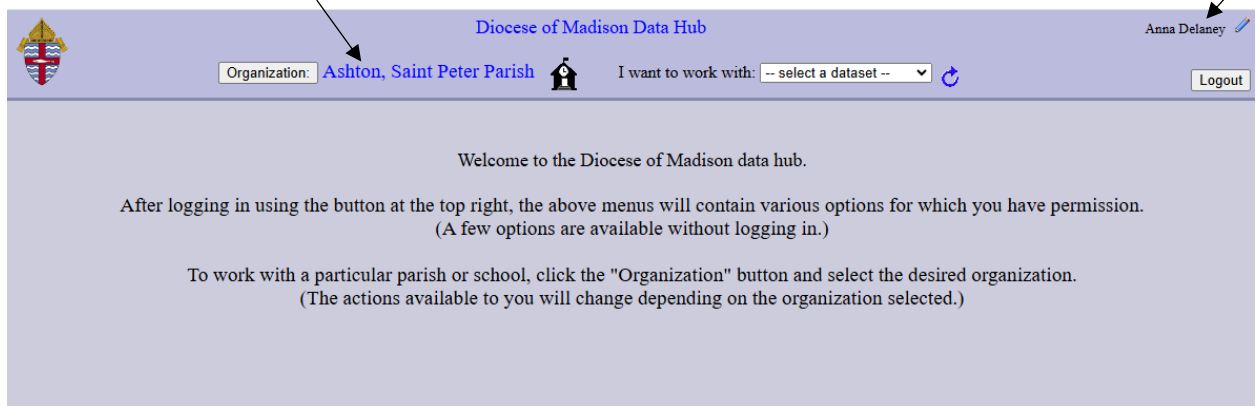
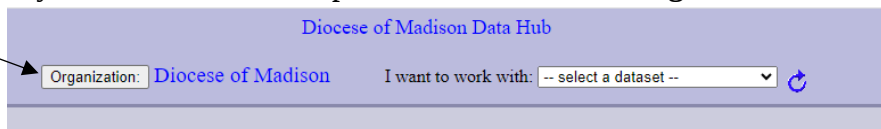


Updating Parish and School Contacts and Staff/Ministry roles

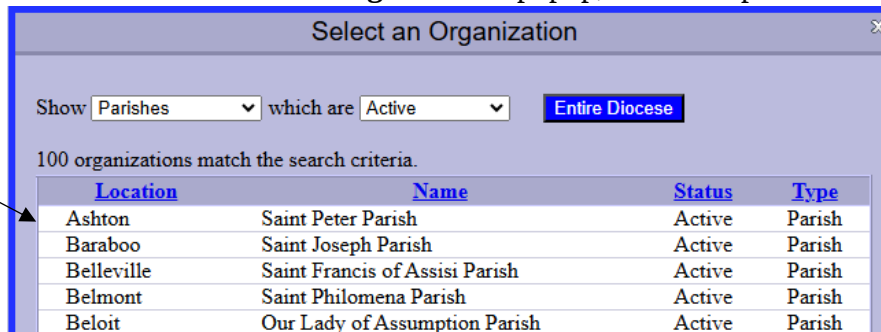
- 1) After logging in on the Diocesan Data Hub, verify your name is listed in the upper right corner (indicating you logged in). Verify that the Organization you are reporting on is correctly listed to the right of the **Organization** button on the left side within the header as seen below:



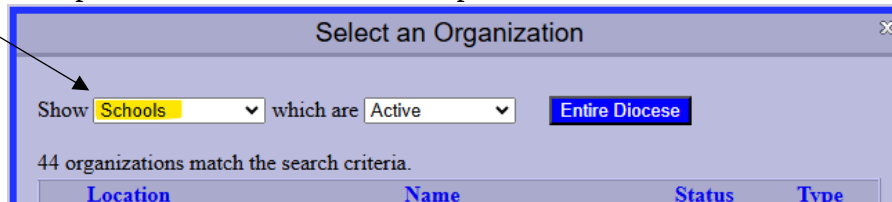
- 2) If you need to switch the parish/school, click on **Organization** button as seen below:



and within the **Select an Organization** popup, select the parish or listing.



To report on a school, click the drop down arrow next to Parishes and select: **School**



- 3) With your correct parish/school listed to the right of the **Organization** button, click where it says **I want to work with:** and select **Overview info** within the drop down list.



- 4) Your screen will refresh to show the default information for this Organization. Please update all information to correctly reflect the current email, website, and current **Mailing Address**. (The current physical address for the parish/church building is kept in another location) Click the **Save** button as indicated below:

Diocese of Madison Data Hub

Organization: **Ashton, Saint Peter Parish** I want to work with: Overview info

Parish Details

Saint Peter Parish, Ashton

Pastor/Administrator Rev. Scott Jablonski **Contacts**

Main Phone (608) 831-4843

Main FAX

Main Email st.peter@holycrosswi.org

Parish Website https://holycrosswi.org/

Mailing Address

Street 7121 County Road K

City Middleton

State WI

Zip 53562-3912

Map URL https://maps.google.com/maps?q=7121+ Cty+Trunk

ParishSOFT ID 15946

County Dane

Vicariate West Dane

Proposed Pastorate 19

Date Founded 4/29/1861

School Saint Peter School

Save

- 5) At the top of the Parish Details, next to the **Pastor/Administrator** listed click the **Contacts** button:

Parish Details

Saint Peter Parish, Ashton

Pastor/Administrator Rev. Scott Jablonski **Contacts**

Main Phone (608) 831-4843

- 6) The contacts listed are those that the Diocese will use when reaching out regarding these different areas of responsibility/ministry. Please click the light gray title of the area, to re-assign and select a new individual for a role.

Organization Primary Contacts

Primary contacts at **Saint Peter Parish, Ashton**

Pastoral Priest responsible for this parish Rev. Scott Jablonski

Administrative Administrative support (secretary, office manager, etc.) Sheila Raab

- 7) A new popup screen will show all the individuals that currently have been created under your organization within the tool.

LastName	FirstName	Lives in	Email	Primary Org
Bannier	Alice	Middleton		Ashton, Saint Peter Parish
Dulli	Rev. Brian			Madison, Diocese of Madison

If you need to create a new member, at the bottom of the People list, click the green + icon, and fill in the person's name and correct email.

If the person is not already in the system, click here to create a new person record:

If they are a transfer from another parish, expand the listing of parishes at the top to be All of the Diocese.

- 8) Click the person's name to assign them to the role and you will see the information change within the **Primary Contacts** screen.

- 9) After updating all the **Primary Contacts**, please scroll to the bottom of the screen and click to Sign off on the data, as seen below, and Close out of the screen.

For questions or technical support please contact diocesan support at:
ParishTech@MadisonDiocese.org